

# CHDO Works



## 2004 Application Package

Revised March 2004

### HOME

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# Application Process

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## *Overview*

The purpose of the CHDO Works program is to strengthen state-certified Community Housing Development Organizations (CHDOs) so they can undertake new housing activities that are eligible to receive HOME Investment Partnerships Program (HOME) funds under the CHDO set-aside. IHFA is required under the HOME regulations to set-aside at least 15% of the annual allocation of HOME funds for CHDO-eligible activities. A CHDO-eligible activity includes transitional housing, permanent supportive housing, rental housing, and homebuyer, rehabilitation or new construction that is developed, owned, or sponsored by a state-certified CHDO.

This program is designed to:

- Provide reasonable supplemental operating funds to a CHDO with the purpose of expanding its ability to produce housing units. It is **not** intended to serve as the primary source of funding for the organization. The CHDO should demonstrate the ability to leverage other sources of funds for future operations and to grow into self-sufficiency.
- Increase the organizational capacity of the recipient so that they can develop a HOME CHDO-eligible activity, such as transitional housing, permanent supportive housing, rental housing, and homebuyer, within 24 months of receiving the award.
- Minimize duplication of effort of CHDOs throughout the state.
- Be flexible enough to respond to changing housing needs throughout the State of Indiana.

It is the expressed intent of the HOME program to build partnerships among private, public, and non-profit agencies. The most successful partnerships are those that include clear lines of communication, as well as a mutual understanding of the goals and objectives of the agency and/or activity.

## *Application Review*

Only one (1) application per applicant may be submitted per round. Applications are reviewed in a three-step process:

### Step One - Completeness

On or before the application deadline, the applicant must provide all required exhibits and attachments. Periodically, IHFA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHFA. However, if the Authority requests additional information from the applicant, all documents are due on or before the date provided by IHFA staff.

### Step Two - Threshold

The application must meet each of the applicable threshold criteria.

### Step Three - Scoring

Applications that pass the completeness and threshold reviews are then scored according to IHFA's published scoring criteria. **Applications failing to meet these requirements will not be scored.**

IHFA may allow additional information to be submitted for applications identified as being incomplete. Upon timely receipt of requested information, these applications may then be allowed to compete for funding. However, points will be subtracted from the applicant's final score.

### ***Funding Rounds for 2004***

**\*\*Note:** This is an anticipated schedule and is subject to change or to extended. Potential applicants should check [IHFA's website](#) under the "Calendar of Events" link located on the lower left side of the screen for an updated list of deadlines. **\*\***

#### **Round 1**

Application Workshop	April 16, 2004 (half day)
CHDO Works Applications Due	May 21, 2004
Award Announcements	July 22, 2004
CHDO Works Start-Up Training	August 19, 2004

#### **Round 2**

Application Workshop	August 5, 2004 (half day)
CHDO Works Applications Due	September 24, 2004
Award Announcements	November 18, 2004
CHDO Works Start-Up Training	December 9, 2004

### ***Application Submission***

**On the application due date, the applicant must submit the following:**

- **One (1) original application with tabbed attachments**
- **One (1) copy of the original application with tabbed attachments**
- **One (1) CD-ROM or diskette with all application forms**
- **One (1) CD-ROM or diskette with all tabbed attachments (if applicant has this capability)**

These items must be received by the close of business (5:00 p.m., Indianapolis time) at the IHFA offices on the due date. Late applications will not be scored. Faxed or e-mailed applications will not be accepted.

The original and the copy of the application should be double-sided and separated by lettered tabs. See the Application Table of Contents, page 2, for a list of the contents of each tab and the order of submission. Number each page of your application. The application should be bound with an appropriately sized binder clip and have the Application Cover Page as the cover. Do not three-hole punch the application and put it in a binder or spiral bind the application. Clearly mark the original.

All applicants must retain this application package. Applicants that receive funding will be bound by information contained herein.

Applications should be submitted to the following address:

**Attn: CHDO Works  
Indiana Housing Finance Authority  
30 South Meridian Street, Suite 1000  
Indianapolis, IN 46204**

IHFA's offices are located on the tenth floor of 30 South Meridian Street. A map showing IHFA's location is available in the Appendices.

### ***Technical Assistance and Site Visit***

Applicants are encouraged to contact their IHFA Allocation Analyst upon determining that they may be interested in applying for operating assistance. Upon request, IHFA staff will provide technical assistance to CHDOs anticipating applying for IHFA funding. While formal notice of intent to submit an application is not required, applicants are encouraged to discuss their application with their [Allocation Analyst](#) prior to submission.

### ***Application Workshop***

A half-day application workshop is scheduled prior to each application deadline. At this workshop IHFA staff will review the requirements of the program, scoring criteria, and how to complete the required forms. Those organizations intending to submit an application for funding are strongly encouraged to attend. Reservations for these workshops are required and can be made [online](#), by facsimile (317) 232-7778, or by calling the Allocation Assistant at (800) 872-0371.

### ***Start-Up Training***

Following the award date for each funding round, the IHFA Compliance Staff conducts a half-day Start-Up Training for all CHDO Works award recipients. This session is required for all new applicants and those that have had difficulty administering past awards. At this training event the regulatory requirements for administering these funds, the required record keeping, the forms and reports that must be submitted to IHFA are reviewed. Applicants that are unfamiliar with administering award funds are also invited and encouraged to attend one of these training events prior to application submission. Reservations are required and may be made [online](#), by facsimile (317) 232-7778, or by calling the Compliance Assistant at (800) 872-0371.

### ***CHDO Works, Subrecipient Agreement & CDBG Planning Implementation Manual***

This manual has been designed and written to assist in the implementation of housing programs receiving HOME Investment Partnerships Program (HOME) Community Development Block Grant (CDBG), and Housing Trust Fund (HTF) funds awarded by the Indiana Housing Finance Authority (IHFA). The procedures documented in this manual address the required record keeping systems, reporting requirements, award monitoring, and modification procedures in addition to specific program requirements, regulations and definitions. If you would like a copy prior to receiving an award, you can download a copy from [IHFA's website](#).

### ***Compliance on CHDO Works Awards***

CHDO Works award recipients should direct paperwork and questions to the appropriate IHFA staff person. The chart below outlines appropriate IHFA staff:

<b>Contact Person For:</b>	<b>CHDO Works</b>
Draws	Program Accountant
Ongoing Technical Assistance, Monitoring, and Close Out	Compliance Associate

### ***Request for Copies of Past Applications***

Anyone wishing to obtain a copy of the application forms submitted by another funded applicant may submit a written request to IHFA along with payment for copying and postage. For additional information or an estimate of the cost see [IHFA's website](#) or contact IHFA's Allocation Assistant at (800) 872-0371.

### ***Suspension Policy***

Applicants are subject to IHFA's current suspension policy.

### ***Allowable Pre-Agreement Costs***

Community Housing Development Organizations (CHDOs) receiving a CHDO Works award may request reimbursement for any expense eligible under the CHDO Works program incurred on or after the date the IHFA Board of Directors approved the award.